

## **COURSE-TASUED-LIS 115 Introduction to Library Information Resources (2C)**

### **The Concept of Library Defined**

The word “Library -- from the Latin liber, meaning "book." In Greek and the Romance languages, the corresponding term is bibliotheca. A collection or group of collections of books and/or other print or nonprint materials organized and maintained for use (reading, consultation, study, research, etc.).

"A library is a collection of resources in a variety of formats that is (1) organized by information professionals or other experts who (2) provide convenient physical, digital, bibliographic, or intellectual access and (3) offer targeted services and programs (4) with the mission of educating, informing, or entertaining a variety of audiences (5) and the goal of stimulating individual learning and advancing society as a whole." (p.1)

Dr. S. R. Ranganathan, father of library science in India describes the library as a public institution or establishment charged with the care and collection of books and the duty of making them accessible to those who require the use of them. Therefore, it can be derived from the above definitions that library is an organization of records of human thought. These records are in a physical form, i.e., human thoughts embodied in the collection of useful manuscripts, books, periodicals, audiovisual records, microfilms, graphs, charts, etc. They are arranged, stored and preserved in a physical functional structure for its effective utilization by willing potential users in future.

### **Library Users and Services**

Who is a library user? Nwalo (2003) defined him as anybody who visits the library with the purpose of exploiting its resources to satisfy his information need. The underlined word "visits" as used in the 21st century, include remote access to the library portal or website. Aina (2004) sees the term "user" to include all those who avail themselves of the services offered by a library. The term encompasses various terms such as patrons, clients, information users, information seekers, consumers, readers, etc. these terms can be used interchangeably, because they all apply to those seeking the services of a library. The users of library resources will include lecturers, students (undergraduate and postgraduate) external users and neighbouring community.

The users of a library can be classified into four categories: Information users can be categorized mainly into 4 groups, on the basis of their approach to information a libraries, they are: (i) Potential user: One who needs information which can be provided by specific services. (ii) The expected user: One who is known to have the intention of using certain information services. (iii) Actual user: One who has actually used an information service regardless of whether he derived advantages from it or not. (iv) The beneficiary user: One who derives measurable advantages from information services

The services rendered in the library includes: registration of users, current awareness service, selective dissemination of Information (SDI), reference service, bibliographic compilation, indexing ad abstracting services, referral service, access to other libraries across the globe real-time online, electronic mails, inter library loan, access to online databases and subscription to various databases etc

## **OBJECTIVES OF THE LIBRARY**

The functions of the library are :

- To collect and provide books as well as other non-book material to help the people to think and act independently. Thereby, they are able to develop their creative and critical capacities and powers of appreciation;
- To foster and promote the spread of knowledge, education and culture;
- To provide facility for formal and informal life-long self-education to all people in the community;
- To preserve the literary and cultural heritage of humanity for posterity as vehicles of culture and material for research;
- To provide reliable information for all kinds of users irrespective of age group, caste, creed, colour, religion, sex, etc.;

Library Preserves Knowledge Library maintains archives of old and rare documents for preservation of literary heritage for posterity. It stores the literary remains of humanity for antiquarian research in varied physical formats. Such collections help researchers to delve into historical aspects

**Library Promotes the Desire for Books** Being a social institution, library not only satisfies the readers by providing books but also promotes the desire for books. In promoting the reading habit of the people, the library makes the readers library minded and draws attention of readers to love books. Demand for such books is fully met by librarian by making these available to the users. Therefore, the libraries play a vital role in the social life of the community. The growth in the size and stock of books is made possible by the increased desire for books by the innumerable readers giving due importance to libraries in the cultural and social life in the society.

**The Library is a Centre of Continuing Education** People continue their reading habits with the help of libraries according to their desire, capacity or need. Being a centre of continuing education for millions of people, it develops the vocational and professional skills, learning skills of solving individual and community problems. Library informally provides a life-long continuing education to the learners throughout their life. This is also same for neoliterates.

### **In summary the roles of libraries can be broadly categorised into the following**

(a) **Education** Education helps to foster and provide means for self-development of the individual groups at whatever stages of education, narrowing the gap between the individual and recorded knowledge. As an educational centre, the library has to support and promote all types of education (formal, non-formal, adult and life-long) by keeping adequate stock of books and other reading material land making them available to all sections of the community.

(b) **Information** We have to provide accurate information to an individual or a group quickly and sufficiently, particularly on the topics of their interest and current in nature. The scope of information service is extended to include information on other socioeconomic needs of the society. A library has to serve as an information centre or referral centre for specialized sources of information. The employment opportunities, public utility services, social awareness programmes are considered to be essential areas of information which are collected and stored for dissemination to the general public.

### **(c) Culture**

Library is one of the principle centres of cultural life and promotes a keener participation, enjoyment and appreciation of all the arts. Promotion of culture has two aspects. Firstly, reading and thinking that widens mental horizon and develops creative capabilities of the

individuals. Secondly, the library has to contribute to the cultural enrichment of the society by organizing extension activities like lectures, seminars, symposia, book exhibitions and cultural gatherings.

**(d) Recreation**

Libraries play part in encouraging the positive use of leisure and providing material for change and relaxation. Provision of scope for healthy and positive use of leisure is an important function of a library. Books of fiction, magazines and newspapers,

## **Types of Libraries**

The following types of libraries exist

### **1. National libraries**

The American Library Association Glossary of Library Terms, simply defines, the National Library As “a library maintained by a Nation”. One of the unique privileges of a National Library of a country is to receive by law all print and non-print materials produced by the country. This provision is usually incorporated in the Copyright Laws of the country, by which an author, an artist or a musician, has the exclusive right, granted by law, for a certain number of years, to make and dispose copies of a literary, musical or artistic work. National libraries are located in the capital of the country. These libraries were built up to preserve, protect, conserve and perpetuate the nation’s intellectual and cultural heritage. They were not particularly oriented towards providing public library service.

### **Functions of National Library**

1. It works as a national depository library for all literary work published in the country; It freely collects copies of all published material in the country under legal provision or by law; It also procures foreign publications about the country; and by the authors of Indian origin living abroad;
2. It compiles national bibliographies to disseminate information about literary output of the country;
3. It works as an apex body of the national library system and coordinates with other libraries in the country;
4. It develops and maintains different bibliographic data bases and works as a national bibliographic centre;
5. It produces national union catalogues, current, retrospective and subject bibliographies;
6. It makes provision for practical training of library professionals;
7. It procures and preserves manuscripts;

8. It also keeps photocopy collection of available documents for national and international library lending;
9. It provides reading, consulting facilities to researchers, writers and other users;
10. It works as a national referral centre of authentic information for all literary work of the country and responds to all national and international queries from individuals as well as from private and government organizations

## **2. Public Libraries**

Public libraries continue to be places for education and self-help, and offer opportunity for people of all ages and backgrounds. They offer opportunity for everyone to learn and to pursue self-improvement. Public libraries can be differentiated from academic, school, and special libraries because they function to serve the needs of a diverse service population including small children, students, professionals, the elderly, literate and non-literate, etc unlike the academic/special libraries whose users are basically literate.

Similarly, the public library is a library that is funded solely by government using the citizenry's tax. Hence the public library is termed a "Free-for-all library". The public library is also referred to as the general library because its collections are not discipline-oriented, but rather general. Access to public library services is on the basis of equality hence there is no discrimination as regards age, sex, race, religion, nationality, language or social status, and specific services and materials are provided for users who for one reason or the other cannot use the regular services (UNESCO Manifesto on Public Libraries).

A public library can further be referred to as a library established under state enabling laws or regulations to serve the residents of a community, district, or region. It is also an entity that provides at least the following:

- 1) an organized collection of printed or other library materials, or a combination thereof,
- 2) a paid staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and or educational needs of a clientele;
- 3) an established schedule in which services of the staff are available to clientele;
- 4) the facilities necessary to support such a collection, staff and schedule

Furthermore a public library is also defined as “a library wholly designed for the purpose of rendering services to the general public irrespective of status, occupation, sex, age and these services are meant to be free or attract little fee”(Apotiade, 2002).

## **Functions of the Public Library**

Public libraries serve a variety of functions, which can vary depending on the needs of their communities. Here are some of the primary functions of public libraries:

1. Providing access to information: Public libraries provide free access to a wide range of materials, including books, magazines, newspapers, and digital resources such as e-books, audiobooks, and online databases. This allows people to learn about a variety of subjects and keep up with current events.
2. Supporting lifelong learning: Libraries offer programs and resources for people of all ages to learn new skills and pursue their interests. These may include classes, workshops, book clubs, and educational resources.
3. Fostering community engagement: Public libraries often serve as community hubs, providing meeting spaces for community groups, hosting events and workshops, and facilitating conversations on important topics.
4. Promoting literacy: Libraries play a critical role in promoting literacy, especially for children. They offer storytimes, reading programs, and other activities that encourage a love of reading and learning.
5. Preserving cultural heritage: Public libraries often house special collections of local history, genealogy, and other materials that help preserve a community's cultural heritage.
6. Providing access to technology: Libraries offer computers, internet access, and other technology resources that are essential for people to participate fully in modern society.
7. Serving as a safe space: Libraries are often seen as safe and welcoming places for people of all backgrounds to gather, learn, and engage with their communities.
8. Issuance of ISSN (International Standard Serial Number), ISBN (International Standard Book Number)
9. Compilation of National Bibliography

### **3. Academic Libraries**

An academic library is a library that is attached to a higher education institution of learning such as monotechnics, polytechnics, universities, colleges of education etc. Academic libraries are the heart of the university. Academic libraries serve two complementary purposes: to support the curriculum and the research of the university faculty and students.

#### **Other functions of the academic library**

- i. To ensure the necessary quiet environment for reading, studying and researching;
- ii. to provide all the students with the essential research and reference materials like bibliographies, biographies, glossaries, abstracts, dictionaries, encyclopedias, manuals, atlases, gazetteers, monographs, etc.;
- iii. to inform the university community of the latest scientific and technological developments;
- iv. To help new students to orientate in how to source and find the necessary materials quickly and correctly;
- v. to maintain all the handbooks, including textbooks and fiction, which are specific to this or that one educational institution, especially those written by its founders and professors, and relating to its history, educational program, and so on;
- vi. to ensure the students and faculty with the bibliographic instruction, Interlibrary Loan services, and research assistance as well;
- vii. to help the professors writing research papers, dissertations and scientific publications;

### **4. Special Libraries**

A special library is a library that provides specialized information resources on a particular subject, serves a specialized and limited clientele, and delivers specialized services to that clientele. American Library Association (ALA) glossary of library and Information Science—the special library is “a library established, supported and administered by a business firm, private corporation, association, government agency, or other special interest group or agency to meet the information needs of its members or staff in pursuing the goals of the organization. Scope of collections and services is limited to the subject interest of the host or parent organization.”

A special library is a type of library that serves a particular group or community, providing resources, services, and programs that are tailored to the needs of its users. Special libraries are typically focused on a specific subject or discipline, such as law, medicine, business, or science.

Special libraries can be found in a variety of settings, including government agencies, corporations, nonprofit organizations, and academic institutions. Some examples of special libraries include the Library of Congress, the National Library of Medicine, and the corporate libraries of companies such as IBM and Boeing.

Special libraries differ from public libraries in that they are not open to the general public. Instead, their collections and services are designed for use by a specific group of users, such as employees of a company or members of a professional association. Because of this, special libraries often have a smaller user base than public libraries but can provide more specialized resources and services to their users.

### **Functions of the special library:**

A special library performs the following functions primarily:

- It selects and procures documents and other sources of relevant information;
- It processes the procured information or documents with the help of classification, cataloguing, shelf arrangements, etc., to make them readily available for the users;
- It subscribes to a good number of journals related to its area;
- It provides indexing and abstracting services to the users to save them time;
- It provides reference services to the users by telephone, by post, or by email;
- It gives current awareness service (CAS) regarding new arrivals and the latest services to the users;
- It provides Selective Dissemination of Information (SDI) services to the users as per their subject interests and requirement;
- It also gives document delivery service to its user;
- It brings out library bulletins weekly/ fortnightly/ monthly to keep the users up to date with the latest information;
- It gives translation services to provide the desired information to the users in their convenient language;

- It also provides internet as well as internet facility to the users in order to access the library collection and catalogue on their desktop;
- It responds to the reference queries and makes the retrospective search of literature as per users' demand;
- It compiles bibliographies, union catalogues, documentation lists, newspaper clippings, accession lists, etc., to save the time of its users; and
- It provides an interlibrary loan facility to the users.

## **5. Research Libraries**

Research libraries are established to meet research needs and, as such, are stocked with authentic materials with quality content. Research libraries are typically attached to academic or research institutions that specialize in that topic and serve members of that institution.

Research libraries face a unique challenge of making research materials accessible and available to patrons. They also need to ensure there are no copyright-related issues with their materials, ensure that as many materials as possible are open access, and ensure all their materials are reliably sourced. Some specialized research libraries could include those affiliated to governmental organizations which may hold documents of historical, legal or political import, or music libraries which will have books and journals on music, as well as films and recordings for musicians to access. Research libraries will generally have materials that are typically non-fiction and scholarly. These traditionally included books, periodicals, journals, newspapers, manuscripts and cassette tapes. With the advent of technology, this has evolved to include CDs, DVDs, Ebooks, audiobooks and online research and the material available on those topics are typically more extensive and in-depth than that found in public lending libraries.

## **6. School Libraries**

School libraries exist throughout the world as learning environments that provide space (physical and digital), access to resources, and access to activities and services to encourage and support student, teacher, and community learning.

A school library is a school's physical and digital learning space where reading, inquiry, research, thinking, imagination, and creativity are central to students' information-to-knowledge journey and to their personal, social, and cultural growth. dedicated physical and digital space in a school that is open and accessible to all;

## **Functions of School Libraries**

- i. information space providing equitable and open access to quality information sources across all media, including print, multimedia, and curated digital collections;
- ii. safe space where individual curiosity, creativity, and an orientation toward learning are encouraged and supported and where students can explore diverse topics, even controversial topics, in privacy and safety;
- iii. instructional space where students learn the capabilities and dispositions for engaging with information and for creating knowledge;
- iii. technological space providing a diverse range of technology tools, software, and expertise for the creation, representation, and sharing of knowledge;
- iv. literacy centre where the school community nurtures reading and literacy development in all its forms;
- v. centre for digital citizenship where the learning community learns to use digital tools appropriately, ethically, and safely, and learns strategies to protect identity and personal information;
- vi. information environment for all in the community through equitable access to resources, technology, and information skills development that are not always available in homes; and
- vii. social space open for cultural, professional, and educational events (e.g., events, meetings, exhibits, resources) for the general community

## **THE LIBRARY AND ITS INFORMATION RESOURCES**

The various information resources in a library include

- Books (Reference sources, Textbooks, government publication, Fiction and non-fiction, Periodicals such as Newspapers, magazines etc)
- Non-Book resources (Audio visual software and hardware), cartographic materials (Globes, maps, Atlases)
- Electronic resources, online databases, digital materials

**I. BOOKS:** The Dictionary of Library and Information Science defines a book as a collection of leaves of paper, parchment, cloth or other material (written, printed or blank) fastened

together along one edge with or without a protective case or cover. UNESCO defines a book as a non-periodical literary publication consisting of 49 or more pages, covers excluded. Books form one of the major holdings of a library's collection. Books include the following

### **Reference Books/Sources**

Reference books are probably the most fundamental to any library. Books in this units cannot be borrowed like books on the open shelves they can only be consulted in the section. The books usually have the inscription reference only.

### **Characteristics of Reference Sources**

1. They are to be consulted for definite items of information rather than to be read from page to page.
2. It can only be consulted in the reference section.
3. They contain factual and specific information
4. They are housed within a separate section of the library
5. They are revised from time to time to suite recent developments
6. The arrangement of each material may be made to suite the peculiarity of that material. For instance in the dictionary arrangement is alphabetical while for works on history it could be chronological.

### **EXAMPLES of REFERENCE BOOKS**

#### **➤ 1. Encyclopaedias**

An encyclopaedia is a compendium of summary of information from either all branches of knowledge or a particular branch and they are divided into articles or entries which are usually accessed alphabetically by article name. They also contain detailed words and entries than you have in dictionaries. Unlike the dictionaries the articles focus on factual information to cover the thing or concept for which the article name stands for.

Also, an encyclopaedia provides a well organised overview of selected topics of major importance. They deliver a survey presentation, a snapshot of how topics are. Examples of Encyclopaedia include: Encyclopaedia of Library and Information

Science: New York: Marcel Dekker, 1975 to date. Has 36 volumes with supplements, The new encyclopaedia Britannica: Chicago: Encyclopaedia Britannica (has 32 volumes)

- **2. DIRECTORY:** A directory can be defined as a book which provides a list of names and addresses of people in an organisation or institution. It could also be defined as a list of people, companies, organisations etc in classified order, providing contact information (names addresses, phone/fax numbers etc.) and other pertinent details (affiliations, conferences, publications, membership etc.) in brief format, often published serially. They are used to locate organisation, institution people etc. Directories could also be used to verify the name or spelling of an organisation, as well as match individuals with organisations that can answer their information needs when they have to go beyond the resources of the library.

### Examples of Directories

1. Directory of Lagos State Librarians
2. National directory of addresses and telephone number, Detroit, Michigan: Gale Research, 1985 to date.

- **3. ALMANACS:** They provide concise factual information about current and historical events, organisations, people, places and things. They often have the fastest and easiest way to locate concise facts or summaries. They consolidate information, summarising and synthesising it. They are compendia of current and retrospective statistics and facts often arranged in tables to facilitate comparison.

### Examples of Almanacs

1. The world almanacs and book of facts, New York: Newspaper Enterprises Association, 1868 to date ; This almanac has information on different issues ranging from economics, health, religion, postal information of what happened, people in politics and major occurrences in that year.

- **4. YEARBOOKS:** They are annual documentary, historical, or memorial compendium of facts, photographs, statistics, etc about the events of the preceding year often limited to a specific country, institution, discipline or subject. They stress events and statistics for a single year, usually the year preceding the publication date. Yearbooks usually contain longer descriptions of events and more analysis and evaluation.

### **Examples of Yearbooks**

1. Nigerian Yearbook. Lagos: Daily Times of Nigeria This publication gives a record of events, political and social life in Nigeria for the succeeding year. Important events in the previous year are highlighted. It also contains information on the history as well as economic trends in the country.

- **5. HANDBOOK:** They serve as a handy guide to a particular subject. They provide an overview of a subject and factual information in a brief format. Often large amount of information about a subject are compressed into a single volume and it reviews a particular topic in a factual and comprehensive way.

### **Examples of Handbook:**

1. The English language Teacher's Handbook: the handbook is full of useful device on teaching approaches and effective ideas for learning activities. The handbook gives step by step instructions on lesson planning, teaching students to speak English, creative use of resources etc.

- **6. DICTIONARIES:** A dictionary is a book which contains the words of a language which are arranged alphabetically with their meanings, tenses, in some cases pronunciation and other pertinent details. It can provide information about the derivation of words, spelling, usage both current and old. Furthermore dictionaries are used to define words: verify spelling, syllabication, or pronunciation, to check on usage, or to determine the etymological history of a word. To some degree, they also standardise the language based on current usage. Dictionaries are consulted chiefly by persons who are writing or editing manuscripts, although they may also be used for clarifying the meaning of words in texts, or purely for satisfying intellectual curiosity. Dictionaries could either be descriptive ie recording how the language is actually used, or prescriptive, advocating how it ought to be used.

#### Examples of Dictionaries

The Oxford American English Dictionary, New York: Oxford University Press.

The Oxford English Dictionary, New York: Oxford University Press. 20vols

- **7. Geographical Sources**

The primary purpose for the majority of geographical sources is to help to locate places. They also deal with particular time period, either current or geographical. Geographical sources include Atlases, maps, gazetteers, travel guides.

#### ➤ **8. Bibliographic Sources**

A bibliography is a descriptive list of books. It is a critical and historical study of printed books. It is an alphabetical listing by author's name, other names and the materials attributed to the author. It gives the librarian and other users useful information about the author, the publisher, place of publication and the price of either hardback or paperback.

Example of bibliography

Bibliography of publications issued by UNESCO or under its auspices; the first twenty-five years. Paris: UNESCO

British National Bibliography, London; Council of the British National Bibliography

### **TEXTBOOKS**

The dictionary of library and information science defined textbook as an edition of a book specifically intended for the use of students enrolled in a course of study or preparing for an examination on a subject or in an academic discipline sometimes published in conjunction with a workbook, lab manual and/or teachers manual. It also refers to the standard work used for a specific course of study, whether published in special edition or not.

A textbook is a classic publication used in the study of a subject. It usually contains a systematic presentation of the principles and vocabulary of the affected subjected. It may be written by one or more authors. It takes about four years to write and test a good textbook.

Generally, technical and professional books including textbooks are hardbacks.

### **FICTION**

They occupy a unique position in a library holdings and this type of materials helps the library to meet one of its objectives of assisting the library user in his/her own personal development. These are general works that doesn't focus on a particular subject they are just for development. The presence of such books in the library is likely to discourage the practice of reading only books for prescribed examinations. Some of the best African fiction writers are Chinua Achebe, Cyprian Ekwensi, Chimamanda Adichie, Chukwemeka Ike and

Heinemann educational publishers has a good collection of African fiction writers. Also in this category are children's books.

### **Non Fiction**

Written works that are considered non-fiction include book reports, academic papers, handbooks, letter collections, encyclopedias, almanacs, journals, and more. These written works include real-life events or factual information that readers can learn from.

### **PERIODICALS/SERIALS**

Serials have been described by Osborn(1980) as publications issued in successive parts, at regular or irregular intervals and intended to be continued indefinitely.

Periodicals/serials fall into different categories which depend partly on the purpose of the publication and partly on the type of publisher.

A specific serial title is identified by a unique International Standard Serials Number by (ISSN) and key title, assigned and maintained. Periodicals are published by scholarly societies, university presses, trade and professional associations, government's agencies, commercial publishers and non-profit organisations.

Examples of serials include journals, magazines, newspapers, newsletters, reports, proceedings etc

**Magazines:** This is a periodical publication containing articles and illustrations, typically covering a particular subject. It is sold on subscription and at newsstands and has articles on variety of topics written by various authors in a non-scholarly style. It is aimed at the mass market and attracts heavy advertising and the advertisements becomes an important source of information themselves.

**Journals:** This is a periodical devoted to disseminating original research and commentary on current developments within a specific discipline, sub discipline or field of study. There are basically two types of journals: learned journal and the professional journals. Most journals are peer reviewed. Usually journals are produced by learned and professional societies and are intended to report advances in human understanding and to report new insights into the fundamental principles underlying every discipline. Journals are more up to date than books and carry the results of in-depth investigations and the target audience is usually researchers.

They form part a significant part of a library's collection especially academic and special libraries.

The professional journals are more widely circulated and geared towards practising professionals rather than researchers and academics. Some of this are produced by professional societies and others by commercial publishers.

**Newsletters/Bulletins:** This is a serial publication consisting of no more than a few pages devoted to news, announcements, and current information of interest primarily to a specialised group of subscribers or members an association or organisation who receive it as part of their membership. Newsletters provide useful information on the company's current development projects. Bulletins are brief report, especially an official statement on a matter of public interest issued for immediate publication or broadcast. Bulletin is also a brief update or summary of current news as on a television or radio or in a newspaper. The main aim of issuing bulletins is for communication especially among the organisations employees.

**Newspapers:** This is a serial publication usually printed on newsprint and issued daily, on certain days of the week, or weekly, containing news, editorial comment, regular columns, letters to the editors, cartoons, advertising, and other items of current and often local interest to a general readership. Also newspapers are printed publication consisting of folded unstapled sheets and containing news, feature articles, advertisements and correspondence

**Reports:** This is a separately published record of research findings, research still in progress, or other technical findings, usually bearing a report number and sometimes a grant number assigned by the funding agency. It is also an official record of activities of a committee or corporate entity, the proceedings of a government body, or an investigation by an agency, whether published or private usually archived or submitted to a higher authority, voluntarily or under mandate.

**Proceedings:** This is the published record of a conference, congress, symposium, or other meeting sponsored by a society or association, usually but not necessarily including abstracts or reports of papers presented by the participants.

## **Differences between Serials and Books**

1. Serials by nature is unlimited, though it may be suspended but they are not conclusive as such they continue to be produced continuously whereas books are usually conclusive and complete and they could be in volumes which forms a single set.
2. Books could be written by one or more authors whereas serials have many contributing authors.
3. While a single book, with the exception of reference books/sources treats a single theme or general knowledge, serial publication usually focuses on a theme.
4. Serial publication are printed and published at regular intervals whereas books are published often times when the materials to complete the subject are ready.
5. Serial publications are usually dated and numbered, while a book is not (Kadiri, 1987)
6. All serial publication has a unique International Standard Serial Number (ISSN) and every standard book also has a unique International Standard Book Number (ISBN).

## **PROJECTS/THESES/DISSERTATION**

These are works based on systematic investigations with a view to earning academic degrees such as Bachelor's doctoral and master's degrees. They are category of research materials which every research collection must have. They are always in high demand by postgraduate students working in a particular narrow field or the other.

## **GOVERNMENT DOCUMENTS**

A government document is any document that is printed at government expense or published by the authority of a governmental body. They can be issued by the Federal and State executive, legislative and judicial branches of government. Most of the information is in printed form; but it can also appear in a wide variety of formats.

Government documents are also published on behalf of government agencies, Congress, the president, or the judiciary. A government document can be anything from a Census report to a catalog from an exhibit at the National Gallery of Art.

Government documents are publications of federal and local governments, including hearings, reports, statutes, treaties, periodicals (example: Monthly Labor Review), and

statistics (e.g., U.S. Census) Government publications are primary sources of information. They reveal a government's philosophy and ideologies, and propagate the activities of government and its agencies. The information generated through these documents can hardly be found through any other information source other than government publications.

### **Audio-Visual Materials**

Two types of materials are combined here-audio materials and visual materials. The audio items are available in two forms-tapes and discs or records. Many libraries however restrict themselves to collecting 12-inches 33rpm long-playing microgroove recordings. Visual aids consist of mostly of films, filmstrips, slides, motion pictures, videos and video recordings. Films used in libraries come in 16mm size. They are so expensive that they are mostly procured by school systems, large libraries or libraries that have organised a film circuit in which films are shared. A filmstrip is a piece of 35mm film on which series of picture have been placed in a fixed order.

### **Relevance of Audio-Visual Materials in the Library**

Audio visual serve as teaching aids in academic libraries. This is why they are sometimes housed in teaching departments. They can also be employed by students as a means of learning. Because of the difficulties in giving a succession of mass library orientation lectures, some academic libraries have experimented with the making of films to serve as introduction. A film can be shown to about 100 students at a time. Closed Circuit Television is one of the methods of giving library instructions. Audio visual materials are referred to as educational technology materials and they sometimes have their own sections in the library. They are particularly useful for instructional and illustrative purposes in school, special and academic libraries and for recreation in public libraries.

### **MACHINE-READABLE MATERIALS**

These are collections of information held in some forms of computerised or electronic format. They include computerised databases held on mainframe, minicomputer or microcomputer. They also refer to databases published on floppy discs and can be made accessible online provided a telecommunication link is available. This corresponds to public card catalogue which can be made available via terminals and this is known as the Online Public Access Catalogue(OPAC).

### **Advantages of Machine-Readable materials**

1. Speed in searching large amounts of data especially when multiple weekly or monthly issues have not been culminated.
3. Application to time-sensitive information. Any database held in machine-readable form can very easily up-dated.
4. Ability to search for information by several criteria at once. It is more visible to use multiple subject headings or other points of access than in the traditional methods
5. Desired information can be printed out in the form desired by the searcher.

### **THE LIBRARY CATALOGUE**

The term catalogue originates from the two greek phrases Kata + Logos. Kata means according to and logos means order. So the literal meaning of catalogue is arrangement of reading material in a reasonable means in a particular order. According to J.D. Brown ‘Catalogue is an explanatory logically arranged inventory and key to the books and their contents and it is confined to the books in a particular library’. According to him catalogue is always a logically arranged and it is not only confined to the books but also includes their contents. H.A. Sharp in his book ‘Catalogue: A text book for use in libraries’ has defined the catalogue as a ‘list to books and other reading material in the holding of a library or a group of libraries. The list contains entries of books, arranged according to some definite plan’. the use of the term group of libraries creates confusion as the catalogue of group of libraries is known as union catalogue and not a catalogue. A library without a catalogue is very much in the condition of a man without a name, a gentleman without a card or an individual without a post office address.

To summarize, we can say that a library catalogue is a systematically arranged list of books, periodicals, manuscripts, maps, films, audio records and other graphic material. It contains the whole bibliographical information of a document viz author, title, publisher, edition etc. It is limited to a particular library.

The main function of library catalogue is to help the exploitation of resources of the library. Seeing the above functions performed by a library catalogue, we can say that it is an essential tool for locating the books from the library collection. Without a catalogue, a library is regarded as human being without eyes and a house without windows. Cutter has discussed

the functions of library catalogue as: 1. To enable a person to find a book of which either the (a) Author (b) Title, or (c) Subject is known 2. To show what the library has (d) By a given author (e) On a given subject and (f) In a given kind of literature: and 3. To assist in the choice of book as to its (g) Edition, and (h) Character According to Margaret Mann ‘the purpose of cataloguing is to put order into a collection of books so that volumes may be located and used for reference and circulation.

In general the library catalogue is expected to answer the following queries of the readers: (a) Is a particular book is in the library? (b) Which books by a particular author are in the library collection? (c) Is there a book in the library with such and such title? (d) Is there a book in the library with such and such collaborator i.e. editor, translator, reviser, compiler, illustrator etc. (e) Which are the books in the library with such and such series. (f) The books on a given subject. (g) To provide bibliographical information of a particular book i.e. author, title, series, edition, publisher, year of publication etc.

## **PHYSICAL FORMS OF LIBRARY CATALOGUES**

The library catalogue is available in many physical forms. But it is to be remembered that the most popular form of the library catalogue is the card form. Some of the physical forms of catalogue are:

- **Printed book catalogue**

As the name suggests, it resembles a book or a register in appearance. The entries are printed on separate sheets as per desired arrangement and the sheets are then bound together to form a book or register. It is easy to prepare, however, it lacks flexibility. Entries for newly coming books cannot be accommodated at proper places, hence, it requires frequent revisions. As such it is not economical to keep it up-to-date. Moreover, it cannot be used by more than one user simultaneously. Only a single user can use it at a time. However, it has the advantage of portability. Its use is not subject to the availability of electricity and is free from any machinery fault.

- **Sheaf catalogue**

This form consists of separate sheets, preferably of manila paper, on which a couple of entries are printed. The sheets in turn are punched at one side and loosely bound either with a spiral thread or a comb spine. This form resembles the book form, as it shares most of the

advantages of the book form. It is a bit superior to the book form in the sense that it partly overcomes the non-flexibility problem faced by the former. However, it becomes much voluminous and has a disadvantage as the flimsy paper of the catalogue entries make insertion and withdrawal less convenient.

### **Card catalogue**

These are stiff paper cards of the dimension of 12.5 X 7.5 cm (3 x 5 in.) size and 0.25 mm thickness are used to prepare different catalogue entries. One card is used for every individual entry, main or the added. The card has a small hole in the lower middle part, so that each card can be inserted into a steel rod. The cards held together by the steel rod are arranged as per the desired sequence in wooden trays. The wooden trays are then placed in the pigeon holes of the catalogue cabinet. Each tray, on its outer face is marked by an appropriate label in alphabetical or classified sequence, the sequence in which the cards are arranged inside. Entries for newly coming books can be accommodated at proper places. It does not require frequent revisions. As such, it is economical to keep it up-to-date. Moreover, it can be used by more than one user simultaneously; each user can use one or the other tray at a particular time. Its use is not subject to the availability of electricity. It is free from any machinery fault. However, such catalogue is voluminous and lacks portability. Generally, it is said that to browse the cards is more cumbersome than the book or sheaf form of catalogue.

Catalogue entries are prepared according to some code or rules. The main catalogue entries consist of the following information according to majority of the cataloguing codes: Call Number, Author, Title, Subtitle, Edition, Statement Imprint(publisher, Date of publication and place of publication), Series, Notes, Contents and Accession Number.

- **Shelf List**

It is a catalogue of books and represents the order in which they stand on the shelves. Here each document title is represented by a card with all the bibliographical details as in the case of the catalogue card. The shelf list is very useful tool for stock taking process in the library, as for each document there is a card exactly depicting its location on the shelf.

- **Computerized Catalogue (Online Public Access Catalogue)**

The problems faced by the previous forms of catalogue have been overcome to a great extent by the computers. With the advent of computers, the library activities ranging from

acquisition to withdrawal of books from the library records can be automated. Same is the fate of cataloguing. The process not only helps in preparation of different catalogue entries, but also, in generation of book type or card type printouts. In addition, it has revolutionized the storage and retrieval mechanism of the libraries through its electronic version. As a matter of fact, OPAC (On line Public Access Catalogues) are nowadays available in libraries. The OPAC can, not only be used on a stand-alone computer, but can also be put on the INTRA or INTERNET. This makes it possible for a library to extend its services not only to its clientele but to the interested / needy persons of the locality, region, nation or the entire world. OPAC or computerised catalogue is very dynamic in the sense that it is highly flexible, easy and economical to maintain and capable of meeting almost every possible approach of the user. The searching capability is very fast and accurate. A number of libraries in our country are computerizing their catalogue and the list of library materials is displayed on the screen. Although rather expensive, it has the advantage of updation, no wear-tear in use and multiple storing of the catalogue. A printed copy of the whole catalogue can also be produced through a printer connected to the computer.

### **Web OPAC**

Web OPAC is an OPAC which is provided on the web and with the help of internet any user can access it from anywhere. Whereas OPAC can facilitate a user to access materials while in the library, Web OPAC has the advantage of being available worldwide and accessible any time.

**ARRANGEMENT OF LIBRARY CATALOGUE** As mentioned earlier, a catalogue is a list of materials in a library or collection. The entries in the list are arranged by some systematic order. This order, or mode of arrangement, determines the inner form of the catalogue. There are many inner forms of catalogue as given below:

- 1) **Author catalogue:** a formal catalogue, sorted alphabetically according to the authors' or editors' names of the entries.
- 2) **Title catalogue:** a formal catalogue, sorted alphabetically according to the title of the entries.

**3. Subject Catalogue:** The subject catalogue is a catalogue in which the headings on the entries designate the subject matter of the document and the entries are arranged systematically to enable subject identification and retrieval. If the headings are arranged alphabetically, the catalogue is an alphabetic subject catalogue. On the other hand, if the headings are classified symbols arranged according to a classification scheme, the catalogue is then known as a classified subject catalogue.

s/n	Card Catalogue	OPAC	Web OPAC
1.	Only one user can use at a time	Large number of users can use at the same time from various access points	Large number of users can use at the same time from various access points
2.	Users can search only by a single access point, e.g., author, title, subject heading, ISBN keywords, etc.,	Users have many access points, e.g., author, title, subject heading, ISBN keywords, etc.,	Users have many access points, e.g., author, title, subject heading, ISBN keywords, etc
3.	Cannot be used in electronic environment	Users can broaden or narrow down search by use of various search operators	Users can broaden or narrow down search by use of various search operators.
4.	Usage is limited within library only.	Usage is limited as only the user within a LAN can use it.	Usage is global, as a user can access it from anywhere, at anytime
5.	Library is to follow cataloguing rules / codes	Users have to follow the OPAC software of the particular library	As here HTML files are used, which are hyperlinked to the subject area or the discipline

## **ELECTRONIC RESOURCES AND ONLINE DATABASES**

The Anglo American Cataloguing Rule 2 glossary (2002) defines electronic resources ‘as any work encoded and made available for access through the use of a computer and includes electronic data available by remote access and direct access (fixed media). Remote access refers to the use of electronic resources via computer networks while direct access refers to the use of electronic resources via carriers (e.g. discs/disks, cassettes, cartridges) designed to be inserted into a computerized device or its auxiliary equipment’.

Gbaje (2010) also added that electronic resources are a term used to describe all of the information products that a library provides through a computer network. Electronic resources are widely used in universities among academics and as observed by Ansari & Zuberi (2010) they are used to prepare lecture, for research purpose and to gain subject knowledge.

Electronic resources include e-books, e-journals, e-bibliographic databases/ online databases on many disciplines such as JSTOR, OARE (Online Access to Research in the Environment), AGORA (Access to Global Online Research in Agriculture), HINARI(Health Inter-Network Access to Research Initiative), EBSCOHOST, DOAJ(Directory of Open Access Journal), NUC Virtual Library, LISA(Library and Information Science Abstract) library website pages, LexisNexis, ERIC, etc. whether free or fee-based, CD-ROM required to support research in the subject covered. Electronic resources covers such things as full-text databases, electronic journals, image collections, multimedia products, collections of numerical data, it is also any electronic product that delivers a collection of data, be it text, numerical, graphical, or time based as a commercially available resource

### **Types of E-Resources**

Daniel (2010) defines an electronic book as an electronic text (e-text) that forms the digital media equivalent of a conventional printed book, often protected with a digital rights management system. Examples include [www.books.google.com](http://www.books.google.com), <http://www.freebookspot.me/>. An electronic book (e-book) is a portable hardware and software system that can display large quantities of readable textual information to the user, and that lets the user navigate through this information. Printing and downloading functions are usually available, but are restricted to protect copyrights.

The advantage of having e-book in a library's collection is that the book/title is always available hence the issue of the library closing hours is not a problem. Also searching on the part of the users becomes relatively easy because searching can either be performed through the authors name, title of the book, publishers name and through the call number by entering any of these into the computer.

Another form of electronic resources is **e-journal**. An e-journal can be viewed as a digital version of a journal that is accessible via the web, or CD using an electronic device such as a computer. The advantage of having electronic journal in a library's collection is that its search ability is flexible i.e. it can either be based on simple or advanced search; there is also the linking to, from, within and between articles. Despite its advantages, for users that are not computer literate and whose search ability skill is minimal the full benefit of e-journals may not be attained.

Electronic resources can also be viewed from the point of **aggregated databases**. An aggregated database as defined by Martin and Hoffman (2002) as "A collection of electronic resources (usually full text) from separately issued publications, assembled as a convenience to libraries and other subscribing institutions". However, aggregated databases tend to have volatile contents, with titles appearing and disappearing and years of coverage changing frequently, hence the need to monitor and manage them appropriately. Aggregator databases provide linkages from library's web page to table of content of journals within the database, bibliographic citations in database to journal outside the database.

**Library website/portal** as a form electronic resource allows a library to customise online access to collections of information resources by creating a list of internet connections much like a personalised directory of street address. It is designed to reduce information overload by allowing patrons to select only the resources they wish to display on their personal interface (Dictionary of library and information science, 2004). The benefit of a library portal/website is that it provides a single point of access to library resources, helps to direct users to specific resources more readily and on the part of the library it helps to improve service delivery. The essence of a library having its own portal/website which is a form of electronic resource is to facilitate specific access to resources and also to provide users with relevant specific information resources sites available.

## **Benefit/Importance of E-Resources**

The major objectives of the adoption of e-resources are to facilitate access to international information resources via the Internet as well as the timely dissemination of both local and international research output. It is therefore essential for libraries to have e-resource in its collection though they are not to replace the print resources in itself but to act as supplement to the library's collection.

The benefit of having e-resource is that e-resources is always available, however its availability depends on the user being connected to either the internet and having good power supply.

Another advantage of e-resources is that a variety of specific resources is available and linked to each other, it is more convenient and less intimidating compared to when searching in a physical library, and on the part of the library there is less stress on library staff and space for physical storage of resources is conserved. However among its varied benefits electronic resources provide users with too much information, there is a need to sort through the vast amounts of information to find what is useful, it is easy to get distracted or lost on a tangent, and that it is hard to determine when to quit searching for information in order to start writing.

1. Multi-access: E-resources unlike physical books provide an avenue for many users to use the same materials at the same time. Similarly the issue of library closing hours doesn't come to play as e-resources is always available 24hours a day and 7days a week provided the subscription fee is paid.
2. Speed: it is quicker and easier to browse, or search and retrieve/extract information from materials and copy to other material. It is also easy to cross-search or reference between different publications.
3. Content: E-resources has the avenue of adding mixed media such as images, videos, audio, animation etc to explain salient issues which cannot be obtained in print media.
4. Management: E-resources can be managed effectively by appropriate software and their use can be tracked.
5. Storage: The cost of providing physical storage is quite expensive to maintain compared the amount of information physically available can't be compared to

## **Access to E-Resources**

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Before the advent of the introduction of information technology into libraries access to materials was often restricted to an individual at a time and it will require the person presenting a mode of the library's identification such as a current and valid library card. Unlike print collections, where the library can control access and thus closely monitor use, the electronic content is usually in the control of an outside hosting site (Pesch, 2008).

As late as the early 1990's, the library's primary method of access management to its collections was either performed at the library's entrance or through the use of publicly inaccessible collections or "closed stacks" that required some form of permission or authorization to access them.

Another form of access is usually introduced when users want to borrow materials from the library and it is typically done by users presenting a mode of identification. With the introduction of online e- resources such as e-journals and online databases, these traditional methods of access management became no longer sufficient and it was no longer possible just to control access through physical methods, additional methods were needed (Rodriguez & Zhang, 2008).

Access is therefore defined as the privilege of using a computer system or online resource, usually controlled by the issuance of access codes to authorised users. It is also the ease with which a person may enter a library, gain access to its online systems, use its resources and obtain needed information regardless of the format (Dictionary of library and information science, 2004). Access to E-resources is usually through the following

## **Authentication**

Is a means by which a publisher or supplier creates access to the resources and this is through username and password, and the IP authentication.

## **Username and Password**

In order to gain access to the e-resources the user is usually required to enter the username and the password. The username and password may be generic for the institution or linked to one or more specific individuals-sometimes one username and password will be shared by several people.

The advantage of this system is that it can identify use by a particular individual or group of individuals. This can be useful for tracking use(possibly just for monitoring purposes, but also for charging), for building profiles(users can save their searches and return to them in the future), but above all (from the publisher's point of view) for penalising misuse.

Access via login and a password is less preferred as it presents a number of challenges around dissemination and control of passwords, particularly when a library serves a large user base. If a vendor insists on password-based access, disclaimer in the license agreement must be made about the library's inability to control distribution of this password to non-affiliates.

## **IP AUTHENTICATION**

Internet Protocol authentication is based on a form of identification using internet standards(the username and password solution can relate to non-internet –based products). This usually means that the supplier of the database checks that the user is legitimate according to the IP address, i.e the code that identifies the user's computer to the rest of the internet. Every computer/machine using the internet has a specific IP address in the form of a series of four numbers separated by points, e.g 123.4.56.78. from left to right the numbers gradually get more specific to the machine,so in the above example 123.4.56 may be identifying the institution , its type, the department within the institution and so on, while 78 could be the individual machine. This unique number can therefore be a handy way of authenticating use.

The supplier of the remote database maintains a list of all IP numbers of legitimate machines: when the user is trying to access the database, the IP address of the client machine is automatically checked against the suppliers's own list. If the numbers tally access is granted. More commonly a subscription is taken out by a whole institution rather than an individual(or group of individuals), so it is easier for the supplier to be given and to maintain, a list of the root IP addresses(rather than every number for each machine), e.g. '123.4.56.x'(with 'x' implying any number).

A subscription may also be based on the domain name of the machine. This is character-based identifier rather than numerical and thus more recognisable to the user, e.g. 'gov.uk', 'ox.ac.uk' or 'wvu.edu'(the domain name often appears in URLs for the website of that institution. This means of authentication tells the supplier that you want to allow access to the database from all machines within the 'gov.uk' domain. This is an extremely good way of getting large numbers of users authenticated quickly.

## **Advantages of IP Authentication**

1. It can easily be set up and maintained by both supplier and client (usually by an administrator). The relevant information the supplier needs is simply a list of root IP numbers or, even easier, a domain name.
2. It involves no intervention by the user. The process is performed automatically (once it has been set up), and thus users avoid the problems of mistyping or forgetting passwords.
3. IP-address recognition also provides access to users via a proxy server allowing authorized library users to access content from outside the physical confines of the library. In such circumstances a commercial database “sees” and recognizes the library IP address, not the user’s home or any other IP addresses, and grants this user access.

## **Disadvantages of IP Authentication**

1. One has no control over who is accessing the material, only where they are accessing it from (physically or virtually). Although we have noted passwords can be traded, it is still possible to trace misuse of the system to a particular individual (or more correctly to a particular username).
2. In IP authentication one can often only trace misuse to the machine the perpetrator was sitting at, not the individual’s identity (unless access to the machine is somehow monitored). This can present problems when one has open access

## **Online databases**

### **America: History and life**

This database has access to complete bibliographic reference to the history of the United States and Canada from prehistory to present. It also has 490,000 bibliographic entries for periodicals dating back to 1954 and also over 2000 journals published worldwide

### **JSTOR**

It offers core journals in economics, history, political science and sociology as well as in other key fields in the humanities and social sciences. It also includes 119 titles in twenty-one disciplines. The collection can be searched or browsed by discipline, title, or publisher.

### **EBSCOHOST**

### **AGRIS: Agricultural database**

This database covers agriculture, forestry, animal husbandry, aquatic sciences and fisheries, human nutrition, extension literature from over 100 participating countries. Material includes unique grey literature such as unpublished scientific and technical reports, theses, conference papers, government publications and more. It is free

### **Directory of Open Access Journals (DOAJ)**

**Education Resources Information Center(ERIC):** This is an online digital library of education, research and information. ERIC is sponsored by the institute of Education sciences of the United States Department of Education. ERIC provides access to more than 1.3million bibliographic records(citations, abstracts, and other pertinent data) of journal articles and other education related materials.

### **LexisNexis**

This is an electronic database for legal and public-records related information. It is subscription based